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Bulletin Number	2638BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	PRINCIPAL ANALYST, CEO
Exam Number	153
Filing Type	Standard
Filing Start Date	07/05/2011
Filing End Date	07/08/2011
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	\$ 8,331.91
Salary Maximum	\$10,928.27
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Under the general direction of a CEO manager, assists the CEO to manage the County's administrative and financial affairs.
Essential Job Functions	<ul style="list-style-type: none">• Provides expert professional staff support to the CEO in the planning, coordination, direction and control of such specialized County functions as the County budget, finance, operations, capital projects, legislative analysis, organization and management studies, employee relations, classification, compensation policy, risk management, marketing, asset management, and unincorporated area services.• Directs the evaluation of the unit's operations by planning, organizing, and coordinating the analysis of current work processes, policies, procedures, court, Board mandates, and legislation in order to determine trends or commonalities and recommend and implement revised work methods that improve service delivery and quality and increase productivity.• Directs highly complex or sensitive projects or assignments by utilizing the appropriate resources and following relevant policies and procedures to ensure that quality service is delivered in a timely, accurate, efficient, and effective manner.• Develops and monitors Countywide budgets by assessing relevant budgetary data, evaluating departmental needs,

preparing budget, reviewing budget reports, overseeing staff allocation, services and supplies expenditures to ensure efficient and effective budget administration in accordance with County code and fiscal manuals governing budget administration.

- Analyzes the effect of proposed legislation to determine the effect on County operations, costs and revenue and recommends legislative position, including, as appropriate, amendments to conform legislation to County needs.
- Negotiates and administers memoranda of understanding with County employee unions, serves as County advocate in arbitration, fact finding or mediation, provides guidance to departmental employee relations personnel and develops recommendations to be incorporated into the proposed County bargaining position for Board consideration.
- Conducts management audits, classification studies, organization and policy reviews, system and procedures, productivity, asset management and risk management studies, and pay and benefit surveys.
- Analyzes and recommends salaries and employee benefits and related policies to recruit and retain qualified employees at reasonable cost, designs pay and benefit program to reduce costs while preserving value for employees and develops pay or benefit recommendations to be incorporated into the proposed County bargaining position for Board consideration.
- Interprets County policies and procedures to assigned departments, labor organizations or other entities and recommends variances or changes when needed to meet operational needs or comply with provisions of law.
- Leads a team in large scale surveys or studies, directing research, analytical and report writing tasks.
- May supervise subordinate professional and clerical staff to ensure that quality service is delivered in a timely, accurate, efficient, and effective manner by performing a full range of tasks, which includes delegating assignments, monitoring, reviewing, and evaluating staff activities, directing, motivating, training, and disciplining employees, and being involved in the interviewing, and hiring.

Requirements

SELECTION REQUIREMENTS:

Eight years progressively responsible and successful professional experience in

	<p>analyzing and recommending solutions to problems in areas such as budget, finance, operations, capital projects, legislative policy, organization and management, employee relations, classification and compensation, risk management, marketing, asset management, or unincorporated area services. Three years of the required experience must have been at the level of Los Angeles County, Senior Analyst, CEO* or higher.</p>
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Desirable Qualifications	<p>A Master's degree** or higher from an accredited*** college or university in Public Administration, Business Administration, Finance, Healthcare Management, Human Resources, Labor Relations, Law, or closely related field.</p> <p>Thorough knowledge of principles and practices in project management and experience in successfully leading highly complex and/or very sensitive day-to-day and/or multi-year projects.</p> <p>Broad understanding of healthcare system and experience in developing and overseeing the implementation of planning of health care reforms by a public agency.</p> <p>Demonstrated experience in developing, implementing, monitoring budget and fiscal policies in a central public agency, or corporate headquarter, including conducting quantitative and qualitative analysis to review economic outlooks and legislative changes, and providing recommendations for the solution of fiscal and operational issues.</p> <p>Demonstrated expertise in interacting with public officials, law makers, constituents, community groups, stakeholders and staff from private organizations on various programmatic and/or fiscal issues.</p> <p>Strong analytical, decision making and conflict resolution skills in a highly challenging and multi-tasking environment.</p> <p>Excellent written and oral communication skills.</p> <p>Demonstrated experience in utilizing various computer software such as Excel, Word, Access, PowerPoint, Visio and internet.</p>
Special Requirement Information	<p>* For this examination, experience at the level of Senior Analyst, CEO is gained working independently in a central agency or corporate headquarter, providing professional staff support to the head of an organization in the planning, coordination, direction and control of specialized functions such as budget, finance, operations, capital projects, legislative analysis, organization and management studies, employee relations, classification and compensation, policy development, risk management, marketing, asset management, and other special services or functions.</p> <p>**In order to receive credit for Master's degree or higher, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization.</p>
Accreditation Information	Accreditation: ***Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references.

Examination Content	<p>Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p> <p>This examination will consist of three (3) parts:</p> <p>PART I - A qualifying evaluation of training and experience based upon application information and desirable qualifications. Only the most qualified candidates will be selected to proceed to PART II of this examination.</p> <p>PART II - A written assessment to assess written communication skills, and analytical/decision-making abilities to perform the duties of this position weighted 50%.</p> <p>PART III - An interview, which includes a presentation exercise, will assess experience, personal fitness and general abilities to perform the duties of this position weighted 50%.</p>
Vacancy Information	<p>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.</p> <p>The resulting eligible list for this examination will be used to fill vacancies in the Chief Executive Office.</p>
Eligibility Information	<p>The names of successful candidate receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.</p>
Job Opportunity Information	<p>Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p> <p>Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.</p> <p>Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.</p> <p>Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:</p>

· During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

County of Los Angeles Information

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Application and Filing Information

Applicants are required to submit a standard Los Angeles County Employment Application online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

Applicants must submit their applications by **Friday, July 8, 2011 at 5:00 pm, PST. Applicants who submitted their applications after the filing period will be rejected and will not be able to compete in the examination process.**

The acceptance of your application depends on whether you have clearly shown how your professional qualifications meet the areas indicated in the **SELECTION REQUIREMENTS** at the time of filing. Please fill out the application completely and correctly so that you will receive full credit for related education and/or

experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned.

APPLICANTS MAY UPLOAD ADDITIONAL DOCUMENTS (i.e. Resume, etc.) AS ATTACHMENT(S) AT THE TIME OF FILING.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications and JSQs can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

TO APPLY ONLINE, CLICK ON THE LINK BELOW AND CLICK ON CAREER OPPORTUNITIES THEN HR JOB SEARCH :

<http://dhr.lacounty.info/>

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	jchoi@hr.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077

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